

TABLE OF RULES RELATING TO MOTIONS

*(Except from Robert's Rules of Order, Newly Revised (9th ed.),
but modified to adapt to CalPERS Board and committee structure)*

Motion	<i>In order when another has the floor?</i>	<i>Must be seconded?¹</i>	<i>Debatable?</i>	<i>Amendable?</i>	<i>Can be reconsidered?</i>	<i>Sample language</i>
Main motion or question	No	Yes	Yes	Yes	Yes	<i>"I move that ..."</i> <i>"I move the staff's recommendation..."</i> When intending to make a motion of something that was just said: <i>"I so move."</i>
Adjourn	No	Yes	No	No	No	<i>"I move to adjourn."</i>
Adjourn at future specific time ²	No	Yes	Yes	Yes	No	<i>"I move to adjourn at 4:00 p.m."</i> <i>"I move to adjourn."</i>
Adopt, accept or agree to a report	No	Yes	Yes	Yes	Yes	<i>"I move that the report be adopted [or accepted]."</i>

¹ Motions listed as requiring a second do not need to be seconded when made by recommendation of a committee.

² A motion to adjourn and meet again at a future date or time is subject to the same parliamentary rules, but is difficult to make under the Act (because of the notice requirements). However, a motion to recess and reconvene at a future date and time (no more than 24 hours after the noticed meeting) is permissible under the Act; it is subject to the same parliamentary rules.

Motion	<i>In order when another has the floor?</i>	<i>Must be seconded?¹</i>	<i>Debatable?</i>	<i>Amendable?</i>	<i>Can be reconsidered?</i>	<i>Sample language</i>
Adopt initial delegation or charter, forming a committee	No	Yes	Yes	Yes	Negative Vote Only	<i>"I move adoption of Resolution Number..., which delegates authority to the [name] committee."</i>
Revise existing rule of order, or adopt special rule of order	No	Yes	Yes	Yes	Negative Vote Only	<i>"In accordance with the notice given that this rule may be [adopted/ revised] at this meeting, I move that..."</i>
Adopt ordinary standard rules of order	No	Yes	Yes	Yes	Negative Vote Only	<i>"I move that the following resolution be adopted as a standard rule..."</i>
Adopt meeting agenda	No	Yes	Yes	Yes	Negative Vote Only	<i>"I move adoption of the agenda as printed [or as amended]."</i>
Amend a pending motion ³ (including amending an amendment of a pending motion ⁴)	No	Yes	If pending to be amended is debatable ⁵	Yes	Yes	<i>"I move to amend by adding..."</i> <i>"I move to amend by striking out [specific language, e.g., the second paragraph]."</i> <i>"I move to substitute the following motion..."</i>

³ A motion to amend is only in order if it is germane to the pending motion. A motion to amend may also be characterized as a "substitute motion" (if the language of the pending motion is being replaced with new language, either in whole or in part) or "motion to strike" (if the language of the pending motion is being stricken, in whole or in part). [See also CalPERS Rules of Order section 220.4 \(concerning "friendly amendments"\)](#).

⁴ A motion to amend a pending motion may itself only be amended once.

Motion	<i>In order when another has the floor?</i>	<i>Must be seconded?¹</i>	<i>Debatable?</i>	<i>Amendable?</i>	<i>Can be reconsidered?</i>	<i>Sample language</i>
Amend something previously adopted ⁶	No	Yes	Yes	Yes	Negative Vote Only	<i>"I move to amend the resolution adopted by the Board on [date], by [adding, striking or substituting language]."</i>
Appeal ruling of the chair	Yes, at time of appealed ruling	Yes	Yes ⁷	n/a	n/a	<i>"I appeal from the decision of the chair."⁸</i>
Change or depart from adopted agenda, immediately to take up a matter out of its proper order	No	Yes	No	No	No	<i>"I move to suspend the agenda and immediately take up [identify item]."</i>
Commit, refer or recommit a pending question	No	Yes	Yes	Yes	Only if committee to which the matter was referred has not begun work on the matter	<i>"I move to refer the motion to the [name] committee." "I move that the motion be referred to a subcommittee of members appointed specially for this purpose by the President [and committee chair]."</i>

⁵ Debate on a motion to amend must be confined to *its* merits only, and cannot go into the main question except as necessary for debate of the motion to amend.

⁶ Only in order if the previous action has not already been performed in a manner so that it cannot be undone, and if the matter cannot be taken upon through reconsideration.

⁷ Debate on appeal must be confined to *its* merits only, and cannot go into the main question except as necessary for debate of the appeal.

⁸ The appropriate question for the body is then: "Should the decision of the chair be sustained?" An "aye" vote approves the chair's decision.

Motion	<i>In order when another has the floor?</i>	<i>Must be seconded?⁹</i>	<i>Debatable?</i>	<i>Amendable?</i>	<i>Can be reconsidered?</i>	<i>Sample language</i>
Limit or extend limits on debate on a pending question	No	Yes	No	Yes	Yes, but if vote was affirmative, may only reconsider unexecuted part of order	<i>"I move that debate be limited to [e.g., one speech of three minutes] for each member."</i> <i>[Other variations of limitations possible.]</i>
Limit or extend limits of debate for the duration of a meeting	No	Yes	Yes	Yes	Yes	<i>"I move that this meeting debate be limited to [e.g., five minutes] for each member."</i>
Discharge a committee	No	Yes	Yes	Yes	Negative Vote Only	<i>"I move that the [name] committee be discharged from further consideration of [issue]."</i> <i>"I move that the [name] committee be discharged."</i>
Divide the question ⁹	Yes	No	No	No	No	<i>"I call for a division of the question."</i>
Point of Information ¹⁰	Yes	No	No	No	No	<i>"I rise to a point of information."</i> <i>"Point of information!"</i> <i>"Will [name of member with the floor] yield for a question?"</i>

⁹ Compelled at the demand of a single member.

¹⁰ Is not voted on.

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Minutes – approve or correct before adoption	No	Yes	Yes	Yes	Yes	<i>“I move adoption of the minutes as presented [or as amended]”</i> <i>[If motion to approve already made] “I move that the minutes be amended by...”</i>
Minutes – correct after approval	-----See Amend Something After Adoption-----					
Nominations – to make	No	No	Yes	No	Not if person elected learns of election and has not declined	<i>“I nominate [name].”</i>
Nominations – to close	No	Yes	No	Yes	No	<i>“I move that nominations be closed.”</i>
Nominations – to reopen	No	Yes	No	Yes	Negative Vote Only	<i>“I move that nominations for [office] be reopened.”</i>
Nominations – other motions relating to	No	Yes	No	Yes	Yes	<i>“I move that candidates for [office] be nominated by [special process].”</i>
Objection to consideration of question	Yes, unless person assigned the floor has not yet begun debate or offered a motion	No	No	No	Negative Vote (sustaining objection) Only	<i>“I object to consideration of the question.” [As directed by the presiding officer, follow up with reasons for objection.]</i>

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Point of Order	Yes	No	No (but chair can permit full explanation)	No	No	<p><i>“Point of order!”</i></p> <p><i>“I rise to a point of order.”</i></p> <p><i>[If purpose is to correct indecorum] “I call the member to order.”</i></p>
Parliamentary Inquiry ¹¹	Yes	No	No	No	N/a	<p><i>“I rise to a parliamentary inquiry.”</i></p> <p><i>“Parliamentary inquiry, Mr./Ms. Chair!”</i></p>
Postpone Indefinitely	No	Yes	Yes	No	Affirmative Vote Only	<p><i>“I move that the motion be postponed indefinitely.” [Effect is to kill a motion.]</i></p>
Postpone to a Certain Time, or Definitely	No	Yes	Yes ¹²	Yes	Yes	<p><i>“I move to postpone the question [or motion, if already made] to the next meeting.”</i></p> <p><i>“I move to postpone the question [or motion] to [specific date.]”</i></p>

¹¹ Is not voted on, but is responded to by the chair.

¹² Debate on a motion to postpone must be confined to *its* merits only, and cannot go into the main question except as necessary for debate of the motion to postpone.

Motion	<i>In order when another has the floor?</i>	<i>Must be seconded?¹</i>	<i>Debatable?</i>	<i>Amendable?</i>	<i>Can be reconsidered?</i>	<i>Sample language</i>
Previous Question (immediately closes debate on the pending matter and the making of all subsidiary motions except a motion to Lay on the Table)	No	Yes	No	No	Yes, but if vote was affirmative, only before any vote has been taken under it	<i>"I move the previous question."</i>
Rise to a Question of Privilege ¹³	Yes, but should not interrupt a person who has begun to speak	No	No	No	No	<i>"I rise to a question of privilege."</i>
Ratify or confirm	No	Yes	Yes	Yes	Yes	<i>"I move that action on [topic] by the [committee] be confirmed [or ratified]."</i>
Reconsider ¹⁴	Yes, if person assigned the floor has not yet begun debate or offered a motion; cannot interrupt a person speaking	Yes	If motion to be reconsidered is debatable, debate can go into that question	No	No	<i>"I move to reconsider the vote on the motion relating to ... I voted on the prevailing side of that motion."</i>

¹³ Is not voted on, but admissibility of question is ruled upon by the chair.

¹⁴ See also CalPERS Rules of Order, section 230.

Motion	<i>In order when another has the floor?</i>	<i>Must be seconded?¹</i>	<i>Debatable?</i>	<i>Amendable?</i>	<i>Can be reconsidered?</i>	<i>Sample language</i>
Rescind, repeal or annual	No	Yes	Yes	Yes	Negative Vote Only	<i>"I move that the motion adopted on [date], referring to [topic], be rescinded."</i>
Substitute	-----See Amend a Pending Motion-----					
Suspend the Rules	No	Yes	No	No	No	<i>"I move to suspend the rules, which interfere with..."</i>
Lay on the Table ¹⁵	No	Yes	No	No	No	<i>"I move that the motion be laid on the table."</i>
Take from the Table	No	Yes	No	No	No	<i>"I move to take from the table the motion relating to..."</i>

¹⁵ This motion is intended to halt consideration of an issue because there is insufficient time for the body to fully address it. It is not intended to kill a motion (as is the case with a motion to postpone indefinitely), as a motion that has been tabled may be resurfaced (taken up from the table) at any time upon a majority vote. However, because its effect is to immediately cut off all debate (affecting the rights of members to speak), it should be sparingly used.